

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified



Types of Locations: January - October 2014

#	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total	% of Total
1	Lodging	9	13	19	31	26	27	43	11	17	16	212	8.3
2	Food - Drink	81	49	70	80	65	67	50	89	76	104	731	28.5
3	Exhibition - Entertainment	1	0	1	2	0	1	1	0	2	3	11	0.4
4	Public Gathering	3	4	0	0	0	0	0	0	1	0	8	0.3
5	Sales	134	80	98	124	84	64	56	134	123	163	1060	41.3
6	Service	50	36	37	83	50	43	47	27	38	79	490	19.1
7	Public Transportation	1	3	1	0	1	2	0	0	0	2	10	0.4
8	Public Display - Collection	0	1	0	0	0	0	0	0	0	1	2	0.1
9	Recreation	0	3	1	3	5	1	2	2	0	3	20	0.8
10	Education	4	2	1	2	1	1	0	0	0	0	11	0.4
11	Social Service	0	0	0	2	0	0	2	0	0	0	4	0.2
12	Exercise - Recreation	3	5	1	1	0	0	0	0	0	0	10	0.4
Total		286	196	229	328	232	206	201	263	257	371	2569	100.0

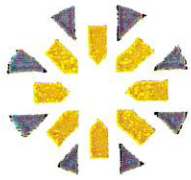
What is a place of public accommodation? A place of public accommodation is a facility whose operations --

Affect commerce; and

Fall within at least one of the following 12 categories:

- 1) Places of lodging (e.g. , inns, hotels, motels) (except for owner-occupied establishments renting fewer than six rooms);
- 2) Establishments serving food or drink (e.g. , restaurants and bars);
- 3) Places of exhibition or entertainment (e.g. , motion picture houses, theaters, concert halls, stadiums);
- 4) Places of public gathering (e.g. , auditoriums, convention centers, lecture halls);
- 5) Sales or rental establishments (e.g. , bakeries, grocery stores, hardware stores, shopping centers);
- 6) Service establishments (e.g. , laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals);
- 7) Public transportation terminals, depots, or stations (not including facilities relating to air transportation);
- 8) Places of public display or collection (e.g. , museums, libraries, galleries);
- 9) Places of recreation (e.g. , parks, zoos, amusement parks);
- 10) Places of education (e.g. , nursery schools, elementary, secondary, undergraduate, or postgraduate private schools);
- 11) Social service center establishments (e.g. , day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies); and
- 12) Places of exercise or recreation (e.g. , gymnasiums, health spas, bowling alleys, golf courses).

Can a facility be considered a place of public accommodation if it does not fall under one of these 12 categories? No, the 12 categories are an exhaustive list. However, within each category the examples given are just illustrations. For example, the category "sales or rental establishments" would include many facilities other than those specifically listed, such as video stores, carpet showrooms, and athletic equipment stores.



CCDA

California Commission
on Disability Access

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The mission of the California Commission on Disability Access (CCDA) is to promote disability access in California through dialogue and collaboration with stakeholders, including but not limited to, the disability and business community and all levels of government.

Top Ten Demand Letters and Claims

July - December 2014

1. Loading zones / van access aisles are non-compliant or are non-existent.
2. Existing parking spaces are non-compliant.
3. Signage in parking lot is non-compliant. For example, spaces need to be designated as reserved by a sign showing the symbol of accessibility.
4. Curb ramps or entrance ramps are non-compliant or are non-existent.
5. Parking lot does not contain the minimum number of accessible parking spaces.
6. Access heights: heights of surfaces such as counters, bars, or tables are non-compliant.
7. Routes to and from parking lot or public right-of-way are not accessible. May include uneven surfaces or lack of detectable warning signs.
8. Accessible features are not maintained.
9. Entry doors are not accessible or are not on an accessible route.
10. General: entry doors are not accessible or missing sign / symbol of accessibility.